

CITY OF COSTA MESA
Established Date: June 20, 2021
Revision Date:

Arts Specialist

Class Code:
0307

DESCRIPTION:

Under general direction of the Parks & Community Services Director, Recreation Manager or Recreation Supervisor, to facilitate city-wide cultural arts programs involving the Arts and Culture Committee and Cultural Arts Commission; and perform related duties as required.

CLASS CHARACTERISTICS:

The incumbent is responsible for is responsible for planning, organizing, scheduling, evaluating and promoting a variety of activities for City arts programs and events and the direct and indirect supervision of full and/or part-time staff, facility supervision, and participates in the preparation of the division's budget. An incumbent works independently within program guidelines established by the Parks & Community Services Director, Recreation Manager and/or the Recreation Supervisor and is evaluated through conference, reports, and results obtained.

ESSENTIAL FUNCTIONS:

These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Management reserves the right to add, modify, change or rescind work assignments as needed.

Plans, organizes, schedules, evaluates and promotes a variety of activities for City arts programs and events.

Plans and organize the logistics related to installations, events, symposia, buildings, site locations, performers/artists, etc.

Works with City Departments to ensure coordination of developer arts projects. Assists developers and acts as arts/curator liaison for new development projects.

Identifies dates, finds venues, and organizes travel and accommodation for performers, artists and speakers and maintains calendar of events on the Arts and Culture Commission/Committee website.

Develops a vision and action plan for arts awareness and the promotion of youth and education programs and implements artistic and cultural projects and programs consistent with the short, mid and long-term goals of the City's Arts and Culture Master Plan.

Monitors compliance with the City's Art Ordinance and laws, rules and regulations as they relate to licensing, copy right (e.g. Visual Artists Rights Act), food and beverage serving/selling/consumption, performing rights and public safety and ensures that all rules and policies are being followed by staff and patrons.

Serves as City liaison to the Arts and Culture Commission, Cultural Arts Committee, area arts organization, City departments, service and social groups, appointed bodies and facility tenants.

Provides staff assistance to the Arts and Culture Commission by developing and posting meeting agendas, facilitates meetings and maintains Commission records.

Responds to inquiries, complaints or requests for service from interested community groups and citizens.

Performs outreach activities to effectively solicit program, event participants, and sponsorships, and establishes working relationships with artists, art groups and organizations, non-profit agencies and other community-based organizations for collaborative efforts and to promote arts, culture and a variety of quality-of-life activities.

Coordinates with the Police and Public Services Departments, Risk Management Division and other support services required for special events, including the community, to mitigate the impact of special events held within the City.

Selects, trains, supervises and evaluates full-time, part-time, contract and volunteer personnel. Evaluates the work of subordinates and participates in disciplinary actions as required. Prepares work schedules, provides instructions, conducts staff meetings and verifies payroll time sheets.

Prepares and provides written and oral information and makes oral presentations to program participants, elected officials and community groups regarding arts program services and events.

Prepares preliminary annual budget figures for arts activities, events and programs. Monitors expenditures and revenues during fiscal year and recommends policy and fee changes when warranted.

Maintains data, records, reports and contracts concerning new or ongoing programs.

Seeks, researches, applies for and secures funding for arts activities, events and programs. Manages grants and ensures compliancy with grant requirements and criteria from beginning to end.

Performs other related duties as assigned.

QUALIFICATIONS GUIDELINES:

A typical way to obtain the requisite knowledge and abilities to perform the duties and responsibilities of this classification is as follows:

EDUCATION, TRAINING AND/OR EXPERIENCE:

Graduation from an accredited college or university with a major in art, design, arts administration, recreation, business administration or public administration or related field. A Master's degree is desirable. Up to two years of additional related experience may substitute for the required education on the basis of one year of experience for one year of education.

Two years of increasingly responsible work experience in the administration of arts or art-related programs.

LICENSE AND/OR CERTIFICATE:

Possession or the ability to obtain a valid Class C California Driver's License. Revocation of license during employment may result in disciplinary action or reassignment.

REQUISITE KNOWLEDGE AND SKILL LEVELS:

Knowledge of the principles and practices of arts programming and management.

Knowledge of the principles and practices of budgeting and grant administration.

Knowledge of the principals and practices of contract administration.

Knowledge of local, state and national arts programs.

Knowledge of the City's Art Ordinance and federal, state and local laws, rules and regulations as they relate to licensing, copy right (e.g. Visual Artists Rights Act), food and beverage serving/selling/consumption, performing rights and public safety.

Knowledge of the principles and techniques of effective supervision, training, work organization and personnel management

Knowledge of the concepts of special events and arts programming promotion, advertising and publicizing.

Skill in utilizing Microsoft Word, Excel and Powerpoint programs.

REQUISITE ABILITIES:

Ability to plan, organize, schedule and promote art programs and events.

Ability to keep abreast of current developments in the arts, arts programs, organizations and funding sources.
Ability to communicate effectively with community residents of diverse background, age and interest.

Ability to establish and maintain effective working relationships with the public, staff and governmental representatives and fellow employees.

Ability to speak and write effectively including preparation of clear and concise records, reports and publications.

Ability to develop, present and administer budgets and manage grants.

Ability to select, train, plan, organize, supervise and evaluate the work of subordinate and contract staff.

Ability to work evenings, weekends and holidays when necessary.

SUPPLEMENTAL INFORMATION:**PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS:**

Please contact Human Resources for a summary of the essential tasks and environmental factors for this classification.

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.